

The ideal candidate is self-motivated, detail oriented, empathetic, collaborative, organized, and has exceptional documentation skills. You have prior experience in game development and possess a keen understanding of game development language, practices, and processes. You will be responsible for assisting in documentation and image organization, maintaining organization standards and structure, updating documentation, and documentation creation

KEY RESPONSIBILITIES

- Collaborate with team members on the overall organization of both the document and image servers
- Assist in the development of documentation standards and ensure the standards are followed
- Continually improve documentation organization, consistency, presentation
- Assist in the creation of documentation in collaboration with team members
- Provide updates to team members on documentation that should be updated
- Collaborate on the development of, champion, and maintain a user-friendly metadata tagging system that has a variety of users with different requirements
- Audit and edit metadata tags with the goal of improving search results
- Work with internal team members to upload, replace, and/or archive assets
- Provide user support in the creation and location of documentation with the goal of ensuring standards are met
- Assist with location of assets or documents upon request

QUALIFICATIONS

Required

- Experienced confluence user who has familiarity with most features including plugins and macro usage
- Excellent organizational and grammar skills
- 2 or more years working on a game development team of 50 or more
- Self-motivated, empathetic and who approaches work with a collaborative, problem solving mindset
- Proficiency with digital asset management systems and metadata standards
- Strong communication skills and familiar working with admin, art, audio, design, programming, and QA staff
- Passionate about organization and documentation
- Passionate about games and creating entertainment software